

Agency labor time sheet

Lewisville Independent School District

Agency Please circle one: Link OneSource Results Keystaff Spur Acrobat BPI One Elite

School Timber Creek Elementary

Agency staff employee name (please print) Monica Lewis

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday	8 am 8:20	3:00 PM	6:00	<i>Monica Lewis</i>	<i>Monica Lewis</i>
Thursday	8 am	3:00 PM	6:00	<i>Monica Lewis</i>	<i>Monica Lewis</i>
Friday	8 am	2 PM	6	<i>Monica Lewis</i>	<i>Monica Lewis</i>

Total Hours 18

Monica Lewis
Manager Signature

Monica Lewis
please print Manager name

Manager or designee verifies and signs daily
Write "No Show" in Time In/Out column if employee is a no show
Manager completes Total Hours box on Friday and signs
Manager Fax to their Area Manager on Friday by end of day

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School Flower Creek Elementary
Agency staff employee name (please print) Lorena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday	8	2	6	<i>[Signature]</i>	<i>[Signature]</i>
Tuesday	8	2	6	<i>[Signature]</i>	<i>[Signature]</i>
Wednesday					
Thursday					
Friday					

Total Hours 12

[Signature]
Manager Signature

Tina Osorio
please print Manager name

Manager or designee verifies and signs daily
Write "No Show" in Time In/Out column if employee is a no show
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School LES Lewisville ES

Agency staff employee name (please print) Jeidy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
12/28/2020 Tuesday	8:15	2:00	5.45	Jeidy Avila	Denise Taylor
12/29/2020 Wednesday	8:15	12:30	4.15	Jeidy Avila	Denise Taylor
12/30/2020 Thursday	8:15	2:00	5.45	Jeidy Avila	Denise Taylor
Friday					

Total Hours 15.45

Denise Taylor
Manager Signature

Denise Taylor
please print Manager name

Manager or designee verifies and signs daily
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School LES Lewisville ES

Agency staff employee name (please print) Minerva Luis

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
10/20/2020 Monday	7:10 AM	1:30 PM	6:30 hrs	Minerva Luis	Denise Taylor
Tuesday					Denise Taylor
Wednesday					
Thursday					
Friday					

Total Hours 6.30

Denise Taylor
Manager Signature
Denise Taylor
please print Manager name

Manager or designee verifies and signs daily
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Lewisville Independent School District

Agency

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One Elite

School

LEIS Lewisville ES

Agency staff employee name (please print) Lorena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday					
1/31/2020 Friday	8:40	2:15	5.35	<u>[Signature]</u>	<u>[Signature]</u>

Total Hours 5.35

[Signature]
Manager Signature

[Signature]
please print Manager name

Manager or designee verifies and signs daily

Write "No Show" in Time In/Out column if employee is a no show

Manager completes Total Hours box on Friday and signs

Manager Fax to their Area Manager on Friday by end of day

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School Hamm HS

Agency staff employee name (please print) Anita Castro

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
1/27/20	8:45	2:45	6	Anita Castro	[Signature]
1/28/20	8:45	2:45	6	Anita Castro	[Signature]
1/29/20	8:45	2:45	6	Anita Castro	[Signature]
1/30/20	8:45	2:45	6	Anita Castro	[Signature]
	8:45	2:45	6	Anita Castro	[Signature]

Total Hours 30

[Signature]
Manager Signature

Tely Wager
please print Manager name

Manager or designee verifies and signs daily
Write "No Show" in Time In/Out column if employee is a no show
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One Elite

School

Donning MS

Agency staff employee name (please print)

Morena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
1-29-20 Wednesday	8:40	2:10	5 1/2 hrs	<u>[Signature]</u>	<u>agarcia</u>
Thursday					
Friday					

Total Hours 5 1/2 hrs

Alesha Garcia
Manager Signature

Alesha Garcia
please print Manager name

Manager or designee verifies and signs daily

Write "No Show" in Time In/Out column if employee is a no show

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Manager Fax to their Area Manager on Friday by end of day

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School Downings - Sent from Lakeland

Agency staff employee name (please print) Jeddy Avila

Date		Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
1-27-20	Monday	8:30	12:00	5 1/2 hrs	Jeddy Avila	Agarcia
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

Total Hours 5 1/2 hrs

Agarcia
Manager Signature

Agarcia
please print Manager name

Manager or designee verifies and signs daily
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